

## TROY CIVIL SERVICE COMMISSION

### Minutes of Meeting December 15, 2015

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**Present:** Chairperson Rauh, Commissioner Scales, Commissioner Sullivan, Selena Skiba, and Gabrielle Mahoney

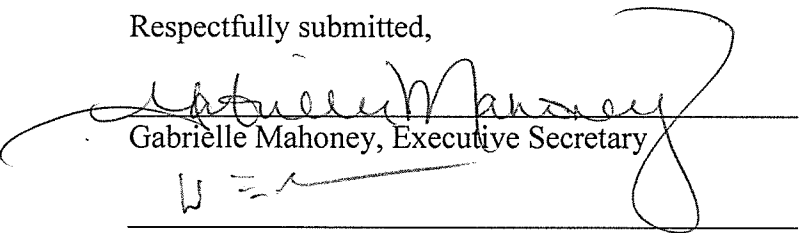
**Guests:** Chief John Tedesco (COT)

Chairperson Rauh called the meeting to order at 9:44 A.M.


- 1) **Consider the minutes of the November 17, 2015 meeting.** On a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 3-0.
- 2) **Consider a resolution to delegate functions to Civil Service Commission Executive Secretary.** On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.
- 3) **Establish an eligible list for four (4) years for Chief Engineering Aide (COT).** On a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.
- 4) **Establish an eligible list for four (4) years for Engineering Aide (COT).** On a motion by Chairperson Rauh, seconded by Commissioner Sullivan, all voted in favor 3-0.
- 5) **Consider a New Position Duties Statement to establish a position tentatively titled Video Clerk (COT)**  
Chief Tedesco explained the need for the position. Following discussion, on a motion by Commissioner Sullivan, seconded by Chairperson Rauh, all voted in favor 3-0.
- 6) **Consider a job specification tentatively titled Video Clerk (COT).** On a motion by Commissioner Sullivan, seconded by Chairperson Scales, all voted in favor 3-0.
- 7) **Consider a revision to the job specification for Grant Writing Specialist (COT).**  
Gabrielle Mahoney explained the revision to the minimum qualifications. Following discussion, on a motion by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor 3-0.

The meeting was adjourned at 10:07 A.M. on a motion by Commissioner Sullivan,  
seconded by Chairperson Rauh.

Respectfully submitted,

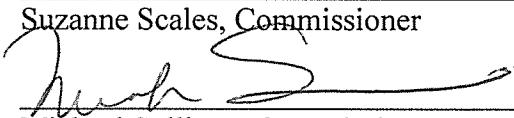


Gabrielle Mahoney, Executive Secretary



William Rauh, Chairperson

Suzanne Scales, Commissioner



Michael Sullivan, Commissioner